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**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

November 6, 2008

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TITLE: Transportation Coordinator/Planner
POSITION NO: 74024
LOCATION: Director's Office, Helena
STATUS: Full-Time/Permanent
UNION: Non
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$33,815 - \$42,270 annually. Depending on qualifications and internal equity.
SUPPLEMENT: No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **Position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 21, 2008 (third review)**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application and should highlight your education and experience in the following areas: conducting research and needs assessments; program development; grant and budget development and management; and disability issues and the needs of individuals who are transportation disadvantaged. This position is a modified position. Continuation of this position is based on available funding of the 2009 legislative session.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: The goal of this position is to assist and guide the State of Montana in maximizing, maintaining, and improving

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quality transportation services for special populations through planning, coordination, and analysis of programs, both within the department and in other appropriate agencies. Specific populations include seniors, people with disabilities, people with low income, and in particular transition of youth with disabilities into adulthood. The Coordinator will act as a liaison and mediator between the department, Department of Transportation, and other appropriate state agencies in order to facilitate the coordination and development of services, resources, and policy recommendations regarding transportation and interconnected issues. The Coordinator will be responsible for developing a coordinated proposed work plan that identifies and analyzes existing barriers and constraints which serve as obstacles to coordination of transit services. This will involve the evaluation of institutional objectives, agency conflicts, and existing gaps in services and identifying transportation needs that may be addressed through further coordination that may be currently inhibited by existing barriers. The intent of the proposed work plan is to simplify access to transportation services, reduce duplication of services, and enhance cost efficiencies in community human services transportation. The coordinated proposed plan must also identify deficiencies and needs in a statewide or regional system, and propose recommendations to meet those needs. The proposed work plan and policy recommendations will be presented to the department Director and the Governor's Office.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and methods of public transit planning and forecasting techniques; project management and financial principles; budget preparation and information systems; programs in the fields of Medicaid, mental health, child welfare, and other public assistance, as well as human service transportation theory and practices; and Department of Transportation's transit programs; federal/state/local government structures.

Skills: Skill effective written and verbal communication to address a variety of audiences ranging from department staff, legislators, local public officials, special groups, and community members; negotiations; mediation; meeting facilitation; and diplomacy.

Abilities: Ability to operate standard office equipment including personal computer and work related software; perform needs assessment, identify deficiencies, develop and promote solutions; interpret general federal/state laws and develop conforming regulation, policy and programs; train both professional and administrative staff and manage and complete multiple projects and priorities within time limits; translate

ideas and theories into practical policy; recognize opportunities for procedural improvement; develop effective strategies for implementing appropriate changes; problem-solve; and effectively communicate ideas and concepts and interpret technical information to a variety of audiences.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services, public administration, business management or related field **AND** four years of progressively responsible experience in human services or organizational management **OR** a Master's degree in similar fields **AND** two years of progressively responsible experience in human services or organizational management. The incumbent must have experience or education of budget and finance from a business setting and experience in collecting, organizing, and analyzing data using statistical techniques in order to design and conduct research studies. Other equivalent combination of education and experience will be evaluated on an individual basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.